

ACCOUNTING OFFICER (SPECIALIST)
FISCAL SERVICES DIVISION
ACCOUNTING SECTION
FINAL FILING DATE: MARCH 3, 2009 OR UNTIL FILLED
PERMANENT/FULL-TIME
\$3,841.00 - \$4,670.00

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State Consumer and Services Agency.

POSITION SUMMARY:

The Accounting Section within the Fiscal Services Division (FSD) is a small Accounting Section of the Victim Compensation & Government Claims Board (VCGCB), providing full accounting and financial services and responsible for department-wide financial transactions; including the proper recording, reconciliation, and reporting of accounting information and appropriations while maintaining the proper internal controls. Under the general supervision of a Senior Accounting Officer Supervisor, performs these functions as part of the Accounting Section.

ESSENTIAL FUNCTIONS:

In order to ensure timely reconciliations of the VCGCB accounts maintained within CalSTARS, utilizing SCO reports, Microsoft Office (MS) Excel reports and spreadsheets; the incumbent will perform reconciliations and other duties:

- Reconciliation of claims filed account 3020.
- Reconciliation of open encumbrances for contracts.
- Reconciliation of open encumbrances for purchase orders.
- Reconciliation of the Office Revolving Fund.
- Reconciliation of lien account balances and payments.
- Reconciliation of overpayment account balances and payments.
- General fund, Federal fund, Restitution fund, and miscellaneous funds monthly reconciliation.
- Labor Distribution reconciliation.
- Run Labor Distribution report analysis and correct errors as needed.
- Analysis and reconcile Cal ATERS transactions.
- Analysis and correct errors as necessary for Non-CaRES CD 102's.
- Analysis data and prepare claim schedule for the California Department of Corrections and Rehabilitation pass through monies.

In order to accurately report to VCGCB executives and to the DOF, the incumbent will:

- Prepare the Plan for Financial Adjustments (PFA).
- Other accounting reports as required.

MARGINAL FUNCTIONS:

Maintains subsidiary journals for accounting reports using analytical skills, technical calculators, personal computer, computer software/applications, etc., in compliance with SAM requirements.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

Position Number: 040-520-4546-XXX

BULLETIN# 09-082

Posted: 02/17/09

DESIRABLE QUALIFICATIONS:

- Knowledge of CalSTARS.
- Knowledge of CalATERS.
- Communicate in a clear and concise manner both orally and in writing.
- Organize, set priorities, and work independently with a minimum of supervision.
- Work under time constraints.
- Follow directions from supervisors.
- Focus attention on detail.
- Be punctual to work and demonstrate good attendance, follow work rules.
- Flexible and adaptable to change.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, and coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY:

Current State employees in the Accounting Officer (Specialist) classification or individuals' eligible for appointment to this classification by way of transfer, list appointment, or reinstatement. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified candidates will be selected to interview.

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Cindy McConnell
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805
Cindy.McConnell@vcgcb.ca.gov

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